



CULTURAL
RESOURCES
COUNCIL

Community Arts Grant Program 2012

for arts projects serving the public
in

**Cortland, Herkimer, Madison, Oneida
Onondaga, or Oswego County**

Deadline: November 1, 2011

Grant Amount: \$500 - \$5,000

www.mycnyarts.org

These grants are made possible with public funds through the State and Local Partnership Program of New York State Council on the Arts, a State Agency.

State of the Arts



NYSCA

Guidelines

The Cultural Resources Council, with public funding from the State and Local Partnership Program of the New York State Council on the Arts, is offering grants to eligible not-for-profit organizations in **Cortland, Herkimer, Madison, Oneida, Onondaga and Oswego counties.**

The purpose: To provide partial funding for projects which promote and increase arts activity for the benefit of local communities within our six-county service area.

Eligibility: Not-for-Profit organizations that are tax-exempt under Section 501 (c) (3) of the U.S. Internal Revenue Code, or agencies of local government, that produce or present arts and cultural programming serving residents of Cortland, Herkimer, Madison, Oneida, Onondaga or Oswego County. Individual artists are not eligible to apply directly under this program, but are encouraged to develop projects with eligible organizations that share their goals for the community. In all cases, applicant organizations must be legally located (e.g., not local branches of an organization registered elsewhere) in the county of the proposed project.

Supported Projects: may include theater, dance, music, film, video, literary arts, visual arts, folk arts, and multi-disciplinary work. All projects must take place between Jan. 1 and Dec. 31, 2012. Applicants are encouraged to request funds for distinctive arts programs that reflect and serve your community, in its diversity. If you plan to submit more than one request, contact us first.

Restrictions: We do not fund capital expenditures such as the purchase of buildings or equipment; building improvements or mortgage payments. We do not fund administrative costs unrelated to supported projects; fundraising programs; or entertainment activities restricted to members. We do not fund projects that are recreational, rehabilitative or therapeutic. While we do not support in-school activities through this program, you may contact us about other funding sources.

Note: Because there are changes to this year's guidelines and a significant expansion of our service area, you are invited and strongly encouraged to attend one of the information meetings that will be held around the six-county area this summer and fall. (Visit www.cnyculture.com for dates and locations.) We look forward to answering your questions and learning about your project ideas.

Selection Procedure: Applications are reviewed and evaluated by independent panels composed of artists and interested citizens from the counties that we serve. Panel recommendations are approved by the Board of Directors of the Cultural Resources Council and announced in late December. Grant contracts are processed and checks issued in January.

Primary Criteria:

- Artistic and Cultural Merit
- Benefit to the Community
- Community Involvement and Support

Awards: \$500 - \$5,000

Deadline: Applications must be received by **Tuesday, November 1, 2011** at 5 p.m.

Questions? Contact John Shaffer, Grants Coordinator
315-435-2158 or grants@mycnyarts.org We're here to help you!

Application Order

Submit one original and nine copies of the completed application. The original copy must include the requested organizational information.

Each Copy Should Include:

1. Information Page
2. Budget Page
3. Narrative Pages answering questions 1-7
4. Bio/Resume of Key Artist(s)

With Original Copy Only:

5. Evidence of Non-Profit Status (See Application Page One)
6. Board Member List
7. Financial Statement for Your Most Recent Fiscal Year (Original Packet Only)
8. IRS Form W-9 (Signed)

The copies are for the use of individual panelists who will be reviewing your proposal. We expect to move to a **greener** on-line system next year. We appreciate your patience!

Applications Must Be Received by Tuesday, November 1 at 5 p.m.

Return Application to: Community Arts Grants
Cultural Resources Council
John H. Mulroy Civic Center
411 Montgomery Street
Syracuse, NY 13202

315.435.2158
grants@mycnyarts.org



COUNTY OF APPLICANT: _____

Community Arts Grant Application

Legal Applicant Name _____
Contact Person _____ Mailing Address _____
City _____ State _____ Zip Code _____
Phone (Primary) _____ (Secondary) _____
Email _____ Website _____
Title of Project _____

LEGISLATIVE DISTRICT NUMBERS:

NYS ASSEMBLY DISTRICT ____ NYS SENATE DISTRICT ____ US CONGRESSIONAL DISTRICT ____
COUNTY LEGISLATIVE DISTRICT ____ (To determine districts, contact your County Board of Elections)

PROOF OF NON-PROFIT STATUS: (please check one and include a copy with your application.)

IRS Section 501(c) 3 Tax Exemption Letter
 NYS Bureau of State Charities Filing Receipt
 Letter Identifying the Applicant as a Unit of Local Government

Federal Employer Identification Number (EIN): __ - ____ - ____

Project Start Date _____ Project End Date _____

Project Total Cash Expenses \$ _____ Grant Request \$ _____

Artistic Discipline (Check One):

Crafts Dance Design Arts Folk Arts Humanities Literature Media
Multi-Discipline Music Opera/Musical Theater Photography Theater Visual Arts

FOR OFFICE USE ONLY

Nonprofit Status _____ Financial Statement _____ W-9 _____ Grants _____

Mission Statement _____ Project Budget _____ Funded Yes No

Narrative Questions

Please answer the following questions as completely as possible in no more than three total pages, using no smaller than 12pt. type. Brevity and clarity of presentation make the work of panelists easier. (Remember that you too may someday serve on one of our panels!)

- 1. Provide a brief description of your organization, its primary mission and recent accomplishments. If not primarily an arts organization, (i.e., social service, historical, or religious organizations) explain your involvement with arts programming.**
- 2. Describe the area and population you serve, particularly noting any ways in which you reach audiences underserved because of geography, income, or other factors.**
- 3. Describe in detail the project for which you are seeking support. What will you do?; What will this project add to the cultural life of your defined community?**
- 4. Name key project artists and administrators and tell what each will bring to this specific project. (You may also attach brief biographical summaries or resumes.)**
- 5. Please describe publicity and outreach plans to generate community participation.**
- 6. Describe any ways that the community is supporting this project-- collaboration by other organizations; volunteer support; in-kind contributions of space, equipment or services that help make the activity possible.**
- 7. Evaluation: Describe the ways in which you will evaluate the success of the project, including any specific, quantified goals.**

PROJECT BUDGET

Cash Expenses

Administrative Fee _____
 Artist Fees _____
 Technical Fees _____
 Space Rental _____
 Equipment Rental _____
 Travel _____
 Program Supplies _____
 Advertising/Publicity _____
 Other Exp. _____

Total Cash Expenses (A)

Cash Income

Admissions _____
 Merchandise Sales _____
 Other Earned Income _____
 Business/Fndtn. Contributions _____
 Local Government Contributions _____
 Individual Contributions _____
 Organization Cash Reserves _____

Total Cash Income (B)

Difference Between Expenses & Income (A-B) _____

Total Community Arts Grant Request _____

Remember that this is a cash budget and that only actual funds that you expect to spend or receive should be included. Donated goods and services (“in-kind” contributions) should be described in Question Six of your narrative and not included here. In general, at least 20% of cash income should be provided by sources other than the Community Arts Grant, and more is expected for projects that have been previously supported. Higher levels of earned and contributed cash income are viewed by our panels as evidence of strong community support.

Certification and Release:

The undersigned certifies that he or she: (1) is a principal officer (CEO or President of the Board) of the applicant organization with authority to obligate it; (2) has knowledge of the information present herein; (3) has read the guidelines of the Community Arts Grant program and certifies that this applicant complies with and is made subject to said guidelines. (4) On behalf of the applicant releases the Cultural Resources Council and New York State Council on the Arts, their employees and agents, with respect to damages to property or materials submitted in connection herewith.

Applicant Signature _____ Date _____

Print Name _____ Title _____

Appeals Process

ALL REQUESTS FOR APPEALS MUST BE MADE WITHIN FIVE BUSINESS DAYS AFTER FUNDING NOTIFICATION.
PLEASE READ CAREFULLY

1. Grounds for Appeals:

- Non-presentation of material information by staff or panelist
- Misrepresentation of material information by staff or panelist
- Improper procedure (bias or arbitrary/capricious)

Denial of an award or dissatisfaction with the grant amount is not grounds for appeal.

2. Process:

- The applicant organization must contact the Grants Coordinator within five business days following the receipt of the denial letter, by telephone.
- 315-435-2158.
- The Grants Coordinator will have a conversation regarding the decision by the panel. If the applicant decides to pursue the appeal, following the conversation, the applicant will move to the next step.
- The Grants Coordinator will then instruct the applicant to mail a letter addressed to the Executive Director of Cultural Resources Council, with a copy going to the Grants Coordinator, citing specific reasons for their request to appeal the panel's decision. This must happen within five days following the phone or in person conversation.
- A special panel of at least three people will be formed. These panelists should have knowledge of the arts and the re-grant process (e.g. past DEC panelists, former board members, past DEC recipients are all appropriate panelists.) Current panelists are prohibited from serving.
- The Executive Director will then schedule a meeting to examine the appeal. If the appeal has merit based on the stated grounds, not the quality of project, the appeal is then sent to the Cultural Resources Council Board of Directors for re-evaluation.
- If the appeal is successful, and the Board of Directors determines the original request deserves support under the evaluative criteria in place, it is funded with DEC regrant funds withheld at the beginning of the cycle.
- This entire process must be completed no later than January 15, of the funding year. However, the timeline of a verbal conversation must take place within five days of receiving the letter of denial.